



Community Development Department
Development Services Center
39550 Liberty Street, P.O. Box 5006 Fremont, CA 94537-5006
Phone 510-494-4460 | Fax 510-494-4820 www.fremont.gov

REQUEST TO VIEW BUILDING PERMIT RECORDS (PLEASE SEE REVERSE)

DATE: _____ TIME: _____

Address of Building: _____

Requesting Records for: ☐ Permits ☐ Plot Plan ☐ Building Plans
☐ Other _____

Copies Requested: ☐ Yes ☐ No ☐ Unknown at this time

The Property is: ☐ Tract home ☐ Custom home ☐ Commercial bldg
☐ A building with more than one address (*check all that apply*)

Your Name: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

FOR STAFF USE ONLY:

History Card Number: _____ Year Built: _____

Builder of Tract Home: _____

Tract: _____ Plan Number: _____

Copy Write Name: _____ License Number: _____

☐ Architect ☐ Engineer

Address: _____

City, State, Zip: _____



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- There is no charge to view records
- Staff will advise you when records are ready to be viewed.
- Records may not be removed from the Permit Center.

Requirements to obtain copies of plans (or other documents) prepared by a licensed, registered or certified professional:

- You must obtain written authorization from the original professional or his or successor.
- You can request the authorization of the professional by contacting him or her directly. Staff can help you find current contact information.
- Instead of contacting the professional directly, you may submit to staff a Request for Duplication of Plans Affidavit form with a fee of **\$82.50** per contact. When you submit this form, staff will send a copy of it to the professional by certified mail.
- If staff does not receive a response after 30 days, you will be deemed authorized to obtain copies of the plans and the staff will notify you.
- Once you have received authorization, you must pay a fee of **\$5.00** for each 18"x24" page and **\$0.50** for each 8.5"x11" page copied.